

## CITY OF GAINESVILLE, FLORIDA CONTRACT FOR PROBATE LEGAL SERVICES

This CONTRACT ("CONTRACT") made and entered into between the CITY OF GAINESVILLE, FLORIDA ("CITY"), and THREE RIVERS LEGAL SERVICES, INC. ("FIRM")

WHEREAS, the CITY is desirous of appointing FIRM to provide legal services to Recipients ("RECIPIENT") of the Heirs' Property Assistance Program ("PROGRAM"); and

WHEREAS, the FIRM is willing and capable of performing such services.

NOW, THEREFORE, CITY and FIRM agree as follows:

### **I. SCOPE OF SERVICES**

The services provided by the FIRM are as follows (the "SERVICES"):

The FIRM shall provide legal representation to RECIPIENTs of the PROGRAM.

The goals of the PROGRAM are to assist heirs property "owners" achieve various goals, including giving homeowners clear title to the property, enabling the homeowners to negotiate with lenders, obtain homeowner's insurance, obtain property tax homestead exemption, and obtain repairs or rehabilitate homes that are at risk for demolition.

According to EXHIBIT A, GUIDELINES AND APPLICATION, which is attached hereto, the CITY will be responsible for marketing the PROGRAM and administering the application process. After approval by the CITY, RECIPIENTs will be referred directly to the FIRM for services.

The FIRM will meet with RECIPIENTs to determine the appropriate legal counseling or means to achieve PROGRAM goals in the FIRM's professional judgment. Legal proceedings include but are not limited to probate, quiet title, and adverse possession.

### **II. MINIMUM QUALIFICATIONS**

The FIRM shall at all times maintain the following minimum qualifications to be eligible to continue to serve:

Individual attorney or supervising attorney must have a minimum of three (3) years of responsible legal experience in the practice of Florida probate law.

Designated attorneys in FIRM must be licensed to practice law in Florida and be in good standing with the Florida Bar; and

### **III. TERM**

This CONTRACT shall be effective upon signature of the parties (the "Effective Date") and shall expire on December, 3, 2022, one year from effective date. At the end of the CONTRACT term, upon satisfactory performance by the FIRM, the parties may negotiate to extend the CONTRACT for up to two (2) additional one (1) year periods.

### **IV. COMPENSATION/PAYMENT**

An hourly rate of **\$100.00** for the attorney's time will be charged for the minimum SERVICES outlined in Section II above. Time for legal assistant will not be billed. The FIRM will not bill for mileage when traveling locally within Gainesville.

The FIRM shall submit a monthly timesheet and invoice to the CITY on or before the fifteenth (15th) day of each month immediately following the month in which the SERVICES were provided. Each invoice shall describe with reasonable detail the SERVICES performed during the billing period. The FIRM shall give such additional backup and documentation as requested by the CITY to verify the SERVICES rendered and invoice amounts. FIRM shall not submit more than one invoice per thirty (30) day period. Upon CITY approval, the invoice will be processed for payment.

The CITY will make payment to the FIRM within thirty (30) days after receipt of the invoice by the CITY. The CITY may withhold payment due to failure by the FIRM to perform in accordance with this CONTRACT. The CITY shall notify the FIRM of any unsatisfactory performance as soon as practicable so that, if possible, it can be corrected without delaying payment. The FIRM shall be paid via electronic funds transfer (EFT).

### **V. TERMINATION**

This agreement may be terminated for any reason by either party upon thirty (30) days written notice to the other party.

### **VI. INDEPENDENT CONTRACTOR**

FIRM shall be an independent contractor and as such shall not be entitled to any right or benefit to which CITY employees are or may be entitled to by reason of employment. FIRM shall be solely responsible for the means, method, techniques, sequences, and procedures utilized by the FIRM in the full performance of this CONTRACT.

### **VII. INDEMNIFICATION**

FIRM shall be fully liable for the actions of its agents, employees, partners, or subcontractors and fully indemnifies, defends, and holds harmless the City of Gainesville, its elected officials, its officers, agents, and employees, from any such suits, actions, damages, and/or costs of every name and description, including attorneys' fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by FIRM, its agents, employees, partners, or subcontractors.

### **VIII. SOVEREIGN IMMUNITY**

Nothing in this CONTRACT shall be interpreted as a waiver of the CITY's sovereign immunity as granted under Section 768.28 Florida Statutes.

### **IX. TIMELINESS**

The CITY and FIRM agree time is of the essence in the performance of work and that work under this CONTRACT is required to be performed in an expeditious manner and with the standard of care reasonably expected of an attorney performing these duties.

### **X. VALIDITY**

If any provision of this CONTRACT is contrary to, prohibited by, or deemed invalid by applicable law, rules or regulations of any jurisdiction in which it is sought to be enforced, then such provision shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of this CONTRACT.

### **XI. INSURANCE**

The FIRM shall provide the CITY with proof of insurance in the amounts stated below:

- Worker's Compensation Insurance providing coverage in compliance with Chapter 440, Florida Statutes.
- Professional Liability Insurance in the amount of \$1,000,000 per occurrence (combined single limit for bodily injury and property damage).
- Public Liability Insurance (other than automobile) consisting of broad form comprehensive general liability insurance including contractual coverage \$1,000,000 per occurrence (combined single limit for bodily injury and property damage). The City shall be an additional insured on such Public Liability Insurance and the Contractor shall provide copies of endorsements naming the City as additional insured.

## **XII. VENUE**

This CONTRACT shall be governed and construed in accordance with the laws of the State of Florida. In the event of any legal proceedings arising from or related to this CONTRACT, venue for such proceedings shall be in Alachua County, Florida.

## **IX. COMPLIANCE WITH LAWS**

The FIRM shall comply with all laws, ordinances, and regulations applicable to the SERVICES contemplated herein, including those applicable to conflict of interest. The FIRM is presumed to be familiar with all Federal, State and local laws, ordinances, codes, and regulations that may in any way affect the SERVICES offered and performed.

## **X. RECORDS/AUDIT**

The FIRM shall maintain records sufficient to document the SERVICES performed pursuant to this CONTRACT. These records shall be subject at all reasonable time to review, inspect, copy and audit by persons duly authorized by the CITY. These records shall be kept for a minimum of three (3) years after completion of the CONTRACT. Records which relate to any litigation, appeals or settlements of claims arising from performance under this CONTRACT shall be made available until a final disposition has been made of such litigation, appeals, or claims.

## **XI. FLORIDA PUBLIC RECORDS ACT**

Florida has a very broad public records law. By entering into this CONTRACT with the CITY, the FIRM acknowledges they will comply with the Florida Public Records Act (Chapter 119, Florida Statutes). If Contractor is either a "contractor" as defined in Section 119.0701(1)(a), Florida Statutes, or an "agency" as defined in Section 119.011(2), Florida Statutes, Contractor shall:

- (1) Keep and maintain public records, as defined in Section 119.011(12) of the Florida Statutes, required by CITY to perform the service.
- (2) Upon request from CITY's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

- (3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to CITY.
- (4) Upon completion of the contract, transfer, at no cost, to CITY all public records in possession of the contractor or keep and maintain public records required by CITY to perform the service. If the contractor transfers all public records to GRU upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CITY, upon request from CITY's custodian of public records, in a format that is compatible with the information technology systems of CITY.
- (5) **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, AS TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE GRU CUSTODIAN OF PUBLIC RECORDS AT (352) 334-5015, clerks@cityofgainesville.org, OR, P.O. BOX 490, STATION 19 GAINESVILLE FL 32627.**

Failure to comply with the Florida Public Records Act, including failure to provide a public record upon request, is a breach of this CONTRACT. CITY may pursue all remedies for breach of this CONTRACT.

## **XII. DISCRIMINATION PROHIBITION**

CONTRACTOR shall not discriminate on the basis of race, color, religion, gender, national origin, marital status, sexual orientation, age, disability or gender identity, or other unlawful forms of discrimination in the performance of this Contract. CONTRACTOR understands and agrees that a violation of this clause shall be considered a material breach of this Contract and may result in termination of the Contract. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

## **XIII. VERIFICATION OF EMPLOYEES**

Section 448.095, Florida Statute states the statute shall be construed in a manner so as to be fully consistent with any applicable federal laws or regulations. The Contractor shall (1) utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the contract; and (2) shall expressly

require any subcontractors performing work or providing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Alternatively, Contractor shall provide proof that one of the exceptions to the E-Verify federal contractor rule applies.

#### **XIV. MODIFICATION AND WAIVER**

The provisions of this contract may only be modified or waived in writing signed by all the parties. No course of dealing shall be deemed a waiver of rights or a modification of this contract. The failure of any party to exercise any right in this contract shall not be considered a waiver of such right. No waiver of a provision of the contract shall apply to any other portion of the contract. A waiver on one occasion shall not be deemed to be a waiver on other occasions.

#### **XV. ASSIGNMENT**

Neither party will assign or transfer any interest in the contract without prior written consent of the other party.

#### **XVI. SUCCESSORS AND ASSIGNS**

The parties each bind the other and their respective successors and assigns in all respects to all the terms, conditions, covenants, and provisions of this contract.

#### **XVII. CONTACT PERSONS**

The parties hereto designate the following persons to be contacted regarding the performance of the CONTRACT and for the giving of notices pursuant to the CONTRACT. Any notices required to be given hereunder shall be effective upon being sent by either facsimile, hand-delivery, by certified or registered mail (return receipt requested) or via overnight delivery service to the following addresses:

CITY

Chelsea Bakaitis, Project Manager  
GCRA  
P.O. Box 490  
Station 48  
Gainesville, FL 32627  
bakaitisch@cityofgainesville.org

352-393-2801

FIRM

Rachel Rall, Esquire  
Three Rivers Legal Services, Inc.  
3225 University Blvd. South  
Suite 220  
Jacksonville, FL 32216  
Rachel.Rall@trls.org  
904-717-0833

**XVIII. ENTIRE CONTRACT and AMENDMENTS**

This CONTRACT constitutes the entire CONTRACT between the parties. Any amendments shall be in writing and executed by all parties prior to becoming effective.

IN WITNESS WHEREOF, the parties hereto have executed this CONTRACT the day and year written below.

Sign

FIRM:

THREE RIVERS LEGAL SERVICES, INC.

Walter A. Wisz

Walter A. Wisz (Dec 7, 2021 08:28 EST)

Print Name: Walter A. Wisz

Title: Executive Directro

Date: Dec 7, 2021

CITY:

CITY OF GAINESVILLE

Cynthia W. Curry

Cynthia Curry (Dec 3, 2021 22:07 EST)

Print Name: Cynthia W. Curry

Title: Interim City Manager

Date: Dec 3, 2021

Approved as to form and legality:

MS

Sean McDermott (Dec 1, 2021 11:07 EST)

City Attorney



**ADDENDUM PUBLISH DATE:** April 1, 2021  
**RFP NUMBER:** CRAX-210034-GD  
**PRE-BID MEETING DATE:** March 31, 2021, 2:00pm et  
**QUESTIONS DUE:** April 7, 2021, 3:00pm et  
**PROPOSAL DEADLINE:** April 23, 2021, 3:00pm et

**ADDENDUM NO. 1**  
**Probate Legal Services for Heirs Property Program**

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary.

1. Any questions regarding this solicitation shall be submitted in writing to the City of Gainesville (CoG) Procurement Division by 3:00pm, (local time), April 7, 2021, 2021, 3:00pm Eastern Time. Submit questions to: [dykemangb@cityofgainesville.org](mailto:dykemangb@cityofgainesville.org)
2. Please find attached:
  - a. A copy of the Cone of Silence period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters) that was discussed.
  - b. A copy of the Pre-Bid Discussion/Information Checklist
3. Following is a review of the Pre-Bid Meeting that was held via Zoom Conference on March 31, 2021, 2:00pm Eastern Time:
  - a. City of Gainesville Staff represented by Gayle Dykeman, City of Gainesville Procurement Specialist III and Chelsea Bakaitis, Project Manager.
  - b. Gayle Dykeman started the meeting by reviewing important Procurement areas of the solicitation, including the solicitation schedule and submittal due date.
    1. Questions are due by April 7, 2021, 3:00pm
    2. All communication must go through Gayle Dykeman throughout the duration of the solicitation.
    3. Review of solicitation schedule, description of Bid Opening
    4. All submittals must be entered in DemandStar.com by the due date and time – DemandStar is programmed to reject any bids that are entered after that time. DemandStar is a free tool for vendors to submit bids. DemandStar will automatically close the solicitation at the specified date and time, and the City will not accept any late proposals, regardless of the format presented.
    5. Spoke about the rules guiding the Cone of Silence.
    6. Required forms – detailed in Meeting Checklist form attached
  - c. Chelsea Bakaitis provided an overview of the intent of the solicitation. Forthcoming program initiated by the City Commission. Pertains solely to GCRA neighborhoods. Reviewed the Project Specifications.





4. Following are questions and answers that were discussed in the meeting:

a. Question:

It looks like it will be possible that multiple attorneys may be awarded the contract?

Answer:

Yes, there will be a Primary and Secondary attorney. The Primary attorney will be assigned all cases until such time as the Primary is not able to handle the work load. The City will then begin to assign cases to the Secondary attorney.

b. Question:

How many cases do you anticipate need to be handled?

Answer:

There are currently 217 known cases in the district that need to be handled. In order to qualify, applicants need to have 120% of median income. The Contract term is for one year with 2 one-year extensions

c. Question:

How will cases be acquired? Is the attorney required to recruit cases or the City?

Answer:

It will be a mixture of both – the City is responsible for marketing, outreach, vetting and managing the applicants, but if the attorneys identify a potential program candidate, they would refer that candidate to the City to conduct the program engagement process.

d. Question:

Will the invoicing be per client? Per case? Monthly billing for hourly invoices?

Answer:

If invoicing is per client, then the invoice will be presented at the time the case is complete. If the billing is per hour, the invoice will be presented monthly, for all hours dedicated to the Program during the month. Q Bill hourly is monthly invoice

e. Question:

What kind of speed is expected? How many hours a week do you expect the vendor to dedicate to the program.

Answer:

The forthcoming heirs' property program is the first of its type for the City and so it is difficult to estimate the total number of applicants. The GCRA has proposed a \$250,000 budget toward the program in FY22, and an additional \$250,000 in proposed budget for FY23, for a total of \$500,000 over the next two fiscal years, (City fiscal years commence on October 1).



f. Question:

Has the City talked with Alachua County Probate judges for opportunities to expedite cases? There are also programs that may reduce the cost of a Probate case that are offered to income qualified individuals. Suggest looking into those programs and see how they might work with this Program.

Answer:

The City was not aware of these programs, but will definitely look into them as a way of enhancing the Program. For the purpose of the solicitation, consider it 'business as usual'.

**ACKNOWLEDGMENT:** Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

**CERTIFICATION BY PROPOSER**

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

**PROPOSER COMPANY NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**LEGIBLY PRINT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**CITY OF GAINESVILLE  
FINANCIAL SERVICES  
PROCEDURES MANUAL**

**41-424 Prohibition of lobbying in procurement matters**

Except as expressly set forth in Resolution 170116, Section 9, during the Cone of Silence as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees, except the Procurement Division or the procurement designated staff contact person. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Cone of Silence period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division in response to an invitation to bid, or a request for proposal, or qualifications, or information, or an invitation to negotiate, as applicable, and the time that City Officials or the Procurement Division, or City Department awards the contract.

Lobbying means when a person seeks to influence or attempt to influence City Officials or employees with respect to a decision of the City, except as authorized by procurement procedures.



City of Gainesville  
Procurement Division  
200 E University Avenue, Rm 339  
Gainesville, FL 32601  
(352) 334-5021(main)

ADDENDUM 1 - ATTACHMENT A  
**PRE-BID DISCUSSION/INFORMATION CHECKLIST**

**BID NAME:** Probate Legal Services for Heirs Property Program  
**BID NUMBER:** CRAX-210034-GD  
**PRE-BID MEETING DATE:** March 31, 2021; 2:00pm et  
**QUESTIONS DUE:** April 7, 2021, 3:00pm et  
**PROPOSAL DEADLINE:** April 23, 2021, 3:00pm et

\_\_\_\_\_ Introduce staff attending meeting – Gayle Dykeman, Procurement

\_\_\_\_\_ Questions/Answers and topics of discussion addressed at the pre-bid will be available through <https://www.demandstar.com/> in future Addendums. There is no cost to the vendor to use all vendor capabilities when bidding on a City of Gainesville solicitation.

- You can link to DemandStar through the City’s website or direct to Demanstar.com <https://network.demandstar.com/for-government/>

\_\_\_\_\_ Any questions must be in writing

- Email to [dykemangb@cityofgainesville.org](mailto:dykemangb@cityofgainesville.org)
- Questions Deadline: April 7, 2021, 3:00pm

\_\_\_\_\_ All communication, contact and/or correspondence must be with [dykemangb@cityofgainesville.org](mailto:dykemangb@cityofgainesville.org) or CITY Purchasing Division staff.

- Bidders who have contact with anyone other than Gayle Dykeman or CITY Purchasing Division staff, (examples of “anyone other than”: Department Staff, City Manager, City elected officials, etc.) will be disqualified.

\_\_\_\_\_ Bid Due Date: Friday, April 23, 2021 at 3:00PM et

\_\_\_\_\_ Location to receive bids: Demandstar.com.

\_\_\_\_\_ Bonds -  YES  NO

- If no, bring attention to State Statute of \$200,000

\_\_\_\_\_ Local Preference

\_\_\_\_\_ Small and Service Disabled Veteran Business Participation

\_\_\_\_\_ Living wage – **Does not apply to this Solicitation**

\_\_\_\_\_ Addenda

- Sign sheet included with each addendum and submit with bid

\_\_\_\_\_ **REQUIRED FORMS TO BE SUBMITTED**

1. RFP Cover Page (Page 1)
2. Bidder Verification Form (Exhibit B)
3. Exceptions to the RFP (refer to Part 4, 4.5 Exception to the RFP)
4. Drug-Free Workplace Form (Exhibit A)



**City of Gainesville  
Procurement Division  
200 E University Avenue, Rm 339  
Gainesville, FL 32601  
(352) 334-5021(main)**

5. References Form (Exhibit C)
6. Certification of Compliance with Living Wage, if applicable to bidder (Exhibit E)
7. Bidder's W-9
8. Copy of any applicable current licenses and/or certification required by City/County/State
9. Copies of all Addenda, signed
10. Report of Alleged Wrongdoings, Litigation/Settlements/Fines

\_\_\_\_\_ Minimum Requirements (MUST or SHALL) - Be aware of or could be deemed non-responsive and not considered for award. Minimum Qualifications can be found on Page 7, 4.1.c.1

\_\_\_\_\_ Bid Information Form - If not bidding, please complete the No Bid form located in the Exhibits Section to advise the City of the reasons why your company is not submitting a bid.

RFP COVER PAGE



Procurement Division
200 E University Avenue, Rm 339
Gainesville, FL 32601
(352) 393-8789
Bid Posted Date: 03/23/21

REQUEST FOR PROPOSAL: CRAX-210034-GD
Probate Legal Services for Heirs Property Program

PRE-PROPOSAL MEETING: [X] Non-Mandatory [ ] Mandatory [ ] N/A [ ] Includes Site Visit
DATE: Wednesday, March 31, 2021 TIME: 2:00pm Eastern Time
LOCATION: ZOOM – all Zoom access information is located in Exhibit F

QUESTION SUBMITTAL DUE DATE Wednesday, April 7, 2021, 3:00pm Eastern Time

DUE DATE FOR UPLOADING PROPOSAL: Friday, April 23, 2021, 3:00pm Eastern Time

SUMMARY OF SCOPE OF WORK:
The City of Gainesville (hereafter "City") is requesting proposals from qualified providers of probate legal services to assist neighbors gain title of heirs property through a forthcoming Heirs Property Assistance Program. The selected vendor will be an extension of the Gainesville Community Reinvestment Area (GCRA) team. It is the goal of the GCRA to award the top responsible and responsive bidder a contract for one year with the possibility of two one-year extensions. However, the City reserves the right to award to more than one firm if it is deemed necessary for the success of the Heirs Property Assistance Program.

For questions relating to this solicitation, contact: Gayle Dykeman, dykemangb@cityofgainesville.org

Bidder is not in arrears to City upon any debt, fee, tax or contract: [ ] Bidder is NOT in arrears [ ] Bidder IS in arrears
Bidder is not a defaulter, as surety or otherwise, upon any obligation to City: [ ] Bidder is NOT in default [ ] Bidder IS in default.

Bidders who receive this bid from sources other than City of Gainesville Procurement Division or DemandStar.com MUST contact the Procurement Division prior to the due date to ensure any addenda are received in order to submit a responsible and responsive offer. Uploading an incomplete document may deem the offer non-responsive, causing rejection.

ADDENDA ACKNOWLEDGMENT: Prior to submitting my offer, I have verified that all addenda issued to date are considered as part of my offer: Addenda received (list all) # \_\_\_\_\_

Legal Name of Bidder \_\_\_\_\_

DBA: \_\_\_\_\_

Authorized Representative Name/Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ FEIN: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

By signing this form, I acknowledge I have read and understand, and my business complies with all General Conditions and requirements set forth herein; and,

- [ ] Proposal is in full compliance with the Specifications.
[ ] Proposal is in full compliance with the Specifications except as specifically stated and attached hereto.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

SIGNER'S PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

This page must be completed and uploaded to DemandStar.com with your Submittal.

## PART 1 – REQUEST FOR PROPOSAL INFORMATION

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Thank you for your interest in working with the City of Gainesville on this important project.

Pertinent information and required documents regarding this bid as part of a responsive offer are listed below:

PART 1 – REQUEST FOR PROPOSAL INFORMATION .....	2
PART 2 – PROJECT SCOPE .....	5
PART 3 – PRICE PROPOSAL .....	6
PART 4 – HOW TO SUBMIT A PROPOSAL .....	7
PART 5 – EVALUATION PROCESS .....	11
PART 6 – SELECTION PROCESS .....	13
PART 7 – AWARD .....	14
PART 8 – GENERAL INFORMATION .....	15
PART 9 – SAMPLE CONTRACT .....	19
PART 10 – EXHIBITS .....	25

### 1.1 DISTRIBUTION OF INFORMATION

The City posts and distributes information pertaining to its procurement solicitations on DemandStar ([www.demandstar.com](http://www.demandstar.com)). In order to submit a bid response to this solicitation the bidder must be registered with DemandStar. There is no cost to vendors to use DemandStar, but registration is required.

It is the responsibility of the vendor to monitor DemandStar for bid updates. Properly registered vendors can expect to receive automatic notification of solicitations for bids and proposals, by participating purchasing entities. Bidder's failure to retrieve available, required procurement information from DemandStar and include the appropriate documentation and information in solicitation responses may result in disqualification.

### 1.2 PRE-PROPOSAL MEETING/QUESTIONS/CLARIFICATIONS AND BID OPENING

If scheduled (refer to Bid Cover Page), attending a pre-proposal meeting is strongly recommended as the project's scope of work, procedures, and specifications will be discussed at this time. It is the only time during the bid process that bidders may ask questions directly of the end user.

If special accommodations are needed in order to attend a pre-proposal meeting or a bid opening, please contact the Procurement Division at least 72 hours in advance.

All questions that occur outside of the pre-proposal meeting must be submitted to Procurement only, and must be received by the date indicated on the Bid Cover Page to be considered. Technical and/or specification questions will not be answered over the phone; they must be submitted by email directed to the Procurement Specialist conducting the solicitation (refer to Bid Cover Page). All questions will be answered via Addendum which will be posted on DemandStar.com for vendor access. All addenda must be acknowledged by the bidder on the Bid Cover Page.

### 1.3 RFP TIME TABLE

The anticipated schedule for the RFP and contract approval is as follows:

Activity	Day	Tentative Date	TIME (Eastern Time)	LOCATION/COMMENTS
RFP on DemandStar	Tue	03/23/21		DemandStar Cone of Silence Begins
Non Mandatory Pre-Bid Meeting	Wed	03/31/21	2:00pm	Zoom/Public Invited
Deadline for receipt of vendor questions	Wed	04/07/21	3:00pm	
Deadline for receipt of proposals/Bid Opening	Fri	04/23/21	3:00pm	DemandStar/Zoom Public Invited
Evaluation Meeting	Mon	05/03/21	10:00am	Zoom Public Invited
Oral presentations	Mon	05/10/21	10-12noon	Zoom By Invitation Only
Projected award recommendation date	Wed	05/12/21	10:00am	Zoom Public Invited
5-Day Protest Period Posting		5/13-5/19/21		
Cone of Silence Ends		05/21/21		Cone of Silence Ends
Contract Finalization Period		TBD		
Purchase Order issued		TBD		
Projected contract start date		TBD		

All dates are subject to change. Bidders will be notified via Addendum posted in [DemandStar.com](https://www.demandstar.com) in event of any schedule change. All Zoom Meeting Access information is provided in Exhibit F.

### 1.4 PROHIBITION OF LOBBYING

To ensure fair consideration, consistent and accurate dissemination of information for all bidders, the City prohibits communication to or with any department, employee, or agent evaluating or considering proposals during the submission process, except as authorized by the Procurement Division representative. **Additionally, the City prohibits communication initiated by a bidder to any city official or employee evaluating or considering the proposals (up to and including the City Commissioners) before the time an award decision has been made.** Any communication between bidder and the City required to obtain information or clarification for preparing a bid or to enable a proper, accurate evaluation of a proposal will be handled solely through the Procurement Division staff. **Any communications initiated between the bidder and the City outside these parameters may be grounds for disqualifying the offending bidder from consideration for award of the proposal and/or any future proposal.**



## 1.5 CONE OF SILENCE

During the Cone of Silence (formerly called Blackout period) as defined in the next paragraph, except as pursuant to an authorized appeal, no person may lobby (as defined in section 1.4) on behalf of a competing party in a particular procurement process, City officials or employees except the Procurement designated staff contact in the Procurement division. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

The Cone of Silence is the period between the issue date of the RFP, which allows for immediate submittals to the City of Gainesville Procurement Division for the Request for Proposal and the time the City Officials and Employee awards the contract.

## 1.6 DETERMINATION OF RESPONSIBILITY OF BIDDERS

The specific qualifications of bidders for this specific Request for Proposal are included in Part 3, 3.1, d) Qualifications. Bidder must also demonstrate that it is responsible as defined in the City of Gainesville's [Financial Services Procedures Manual](#), Section 41-522, as may be amended.

As a part of the proposal evaluation process, City reserves the right to conduct a background investigation of bidder, including a record check by the Gainesville Police Department if the qualifications require it. Bidder's submission of a proposal constitutes acknowledgment of the process and consent to such investigation.

No contract will be awarded to any proposer who is in arrears to City upon any debt, fee, tax or contract, or who is a defaulter, as surety or otherwise, upon any obligation to City, or who is otherwise determined to be not responsible by City pursuant to Section 41-522, [Financial Services Procedures Manual](#), following:

These criteria consider the bidder's capability to perform:

- a. The ability of the bidder to successfully carry out a proposed contract.
- b. Past performance (including reference check), experience, business and financial capabilities, skills, technical organization, legal eligibility and reliability.
- c. Current litigation pending between the bidder and the City.
- d. Bidder has paid all debts owed to the City.
- e. Bidder possesses all required licenses.

If it is determined that the bidder is not responsible, City will notify bidder of its finding, including evidence used, and allow bidder the opportunity to come into compliance within three (3) business days of notification.

Successful Bidder must either update or complete City's vendor application, pay business tax (if applicable), and register with the State of Florida. Please be advised that the City Attorney's office will not approve a contract with any vendor unless the corporation or partnership is registered with the Division of Corporations with the State of Florida ([www.sunbiz.org](http://www.sunbiz.org)).

## 1.7 RESPONSIVENESS OF PROPOSAL

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. A responsive proposal is one which follows the requirements of the RFP, includes all required documentation, is submitted in the format outlined in the RFP, is of timely submission (via upload to DemandStar.com), and has the appropriate signatures as required on each document. Failure to comply with these requirements may deem the proposal non-responsive (see Section 41-444 of the [Financial Services Procedures Manual](#)).

## PART 2 – PROJECT SCOPE

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### 2.1 BACKGROUND

The City of Gainesville (hereafter “City”) is requesting proposals from qualified providers of probate legal services to assist neighbors gain title of heirs property through a forthcoming Heirs Property Assistance Program. The selected vendor will be an extension of the Gainesville Community Reinvestment Area (GCRA) team. It is the goal of the GCRA to award the top responsible and responsive bidder a contract for one year with the possibility of two one-year extensions. However, the City reserves the right to award to more than one firm if it is deemed necessary for the success of the Heirs Property Assistance Program.

The program is a strategy of the City Commission's goal to increase neighborhood stability, grow individual and family wealth in Gainesville's black communities, and increase access to attainable housing. This program would support the GCRA's objective of community enhancement and housing and will be available throughout the district.

The Heirs Property Assistance Program is designed to assist heirs property homeowners clear the title to the homes and land they consider their own so they can take full advantage of property rights. County Property appraiser data shows that there are 217 heirs property parcels located within the GCRA neighborhoods of Fifth Avenue, Pleasant Street, Duval, Porters, Springhill, and Sugarhill. These neighborhoods make up roughly a quarter of all heirs properties in the City of Gainesville.

Under the forthcoming Heirs Property Assistance Program, recipients/owners of heirs property who are approved will receive legal assistance to clear the property title for no cost to them. Eligible properties must be an heirs property located within the GCRA district. Qualifying program recipients must make an annual income at or below 120% of the federally established Gainesville median income limits.

The Gainesville Community Reinvestment Area transitioned from its former structure as a Community Redevelopment Agency and became a city department on October 1, 2019. The GCRA 10 Year Reinvestment Plan and department roadmap was approved in March 2020 and set goals of the department. The plan initiatives follow three objectives: economic development, community enhancements and housing, and public space and streetscape. The forthcoming program is one initiative in a suite of attainable housing programming that the GCRA is working to push forward to bring quality options for homeowners, and maintain the culture and population of an area.

A link to the GCRA 10 Year Reinvestment Plan may be found here:

<https://www.dropbox.com/sh/dwsx6p7kiozaoc8/AAAbCIQGQsagp6Mpw6WypNjWa?dl=0>

### 2.2 PROJECT SPECIFICATIONS

It is the intent of the City of Gainesville to obtain proposals for services in probate law to clear the title of heirs property owners located within the GCRA district. The GCRA requests proposals include hourly fees or a flat rate fee to clear title on an heirs property. Administrative costs must be included in these fees. The GCRA will manage the program and review and accept program recipients. Once approved the GCRA will contact the attorney or legal firm to begin work with program recipient. The GCRA will provide payment by invoice.

**PART 3 – PRICE PROPOSAL**

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**Proposer Company Name:** \_\_\_\_\_

If billing will be hourly fees, provide rate/hour: \$ \_\_\_\_\_

If billing will be a flat fee to clear a title, provide that fee here: \$ \_\_\_\_\_

**NOTE:** When cost estimating air travel, the City allows for Coach fare only. In addition, long distance phone calls, printing, and other administrative costs may be billed at cost only – no mark-up. Evidence of these expenditures will be submitted when invoicing the City.

Submitted by:

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## PART 4 – HOW TO SUBMIT A PROPOSAL

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**Instructions to bidders:** Proposals must contain each of the documents listed below; each fully completed and signed, as required. Required signatures for proposal forms may be applied using electronic signature software (i.e., DocuSign, Adobe Sign, etc.). Proposals submitted which do not include the following items may be deemed non-responsive and may not be considered for contract award.

### 4.1 FORMAT OF PROPOSAL

a. Table of Contents

The table of contents should outline in sequential order the major areas of the proposal, and all pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the table of contents.

b. Technical Proposals

The technical proposal is a narrative which addresses the scope of work, the proposed approach to the work, the schedule of the work, and any other information called for by the RFP which the bidder deems relevant.

c. Price Proposal

The price proposal is a presentation of the bidder's total offering price including the estimated cost for providing each component of the required goods or services.

Bidders should indicate the dollar amount which will be attributed to each subcontractor, if any.

If a prescribed format for the price proposal is appended, bidders must use it; otherwise, bidders may use formats of their choice.

Qualifications  
The response to the minimum qualification requirements should address each of the qualifications set out in 4.1.d.1. below. Bidders must provide documentation which demonstrates their ability to satisfy all of the minimum qualification requirements. Bidders who do not meet the minimum qualification requirements or who fail to provide supporting documentation will not be further considered. If a prescribed format, or required documentation for the response to minimum qualification requirements is stated below, bidders must use said format and supply said documentation.

#### **1. Minimum Qualifications**

- a. An individual attorney or supervising attorney **MUST** have a minimum of three (3) years of increasingly responsible legal experience in the practice of Florida probate law.
- b. A person or the designated attorneys in a firm **MUST** be licensed to practice laws in Florida and be in good standing with the Florida Bar.

### 4.2 CONTENT OF PROPOSAL

**a. Required Documents:**

The following topics are required to be included in the bidder's submission:

1. Proposal
2. Evidence that the Minimum Qualifications have been met

## **b. Required Forms**

Each of the following forms must be completed, signed where indicated and returned with the submittal package. These forms should be submitted in the last section of the proposal.

1. RFP Cover Page (Page 1)
2. Bidder Verification Form (Exhibit B)
3. Exceptions to the RFP (refer to Part 4, 4.5 Exception to the RFP)
4. Drug-Free Workplace Form (Exhibit A)
5. References Form (Exhibit C)
6. Certification of Compliance with Living Wage, if applicable to bidder (Exhibit E)
7. Bidder's W-9
8. Copy of any applicable current licenses and/or certification required by City/County/State
9. Copies of all Addenda, signed
10. Report of Alleged Wrongdoings, Litigation/Settlements/Fines

## **4.3 PROPOSAL SUBMISSION INSTRUCTIONS**

The bid response, containing all required documents, with authorized signatures, must be received by 3:00 p.m. on the due date indicated on the Bid Cover Page for this project. The bidder's complete pdf response must be uploaded into DemandStar.com prior to the 3:00 p.m. deadline. This platform will not accept late submittals.

Upload bid response as a pdf formatted document only, unless the solicitation states otherwise. The pdf document should be titled with bidder's name, bid number, and, if the response is submitted in parts, include "Part # of x".

Modifications to or withdrawal of a bidder's submittal can be made up to the deadline date. Modifications and withdrawals must be documented in DemandStar.com in order to be recognized by the City. Any bid not withdrawn will constitute an irrevocable offer, for a period of one hundred twenty (120) days, to provide the City adequate time to award the Contract for the services specified in this solicitation.

Both the response and the price proposal, if required to be submitted as a separate document, must be signed by an officer of the business who is legally authorized to enter into a contractual relationship in the name of the bidder. An authorized representative who is not an officer may sign the proposal, but must attach a corporate resolution granting authorization to the representative to execute on behalf of the business.

The submittal of a response by a bidder will be considered by the City as constituting an offer by the bidder to perform the required services at the stated fees.

## **4.4 DISCLOSURE AND CONFIDENTIALITY**

Florida's Public Records Law, Chapter 119, Florida Statutes, includes numerous exemptions to the general requirement to disclose information to the public in response to a public record's request. Exemptions are found in various provisions of the Florida Statutes, including but not limited to Section 119.071, Florida Statutes (General exemptions from inspection or copying of public records), and Section 119.0713, Florida Statutes (Local government agency exemptions from inspection or copying of public records). Section 815.045, Florida Statutes (Trade secret information), provides that trade secret information as defined in Section 812.081, Florida Statutes (Trade secrets; theft, embezzlement; unlawful copying; definitions; penalty) is confidential and exempt from disclosure because it is a felony to disclose such records. The Parties understand and agree that Florida's Public Records Law is very broad and that documents claimed by a Party to be confidential and exempt from public disclosure pursuant to the Public Records Law may in fact not be deemed such by a court of law. Accordingly, the following provisions shall apply:

**B. Identifying Trade Secret or Otherwise Confidential and Exempt Information.**

For any records or portions thereof that bidder claims to be Trade Secret or otherwise confidential and exempt from public disclosure under the Public Records Law, bidder shall:

- a. Specifically identify the records or specific portions thereof that are confidential and exempt and reference the particular Florida Statute that grants such status. Provide one redacted copy of the record and one copy of the record with the confidential and exempt information highlighted as outlined in 1 and 2 on the following page. Bidder shall take care to redact only the confidential and exempt information within a record.
- b. Provide an affidavit or similar type of evidence that describes and supports the basis for Contractor's claim that the information is confidential and exempt from public disclosure.

**C. Request for Trade Secret or Otherwise Confidential and Exempt Information.**

In the event City receives a public records request for a record with information labeled by bidder as Trade Secret or otherwise as confidential and exempt, City will provide the public record requester with the redacted copy of the record and will notify bidder of the public records request.

- a. However and notwithstanding the above, in the event that City in its sole discretion finds no basis for bidder's claim that certain information is Trade Secret or otherwise confidential and exempt under Florida's Public Records Law, then City shall notify bidder in writing of such conclusion and provide bidder a reasonable amount of time to file for declaratory action requesting a court of law to deem the requested information as Trade Secret or otherwise as confidential and exempt under Florida's Public Records Law. If bidder fails to file for declaratory action within the reasonable amount of time provided, then City will disclose the information requested.
- b. If a public records lawsuit is filed against CITY requesting public disclosure of the information labeled by bidder as Trade Secret or otherwise as confidential and exempt, CITY shall notify bidder and bidder shall intervene in the lawsuit to defend the nondisclosure of such information under Florida's Public Records Law.
- c. Bidder hereby indemnifies and holds CITY, its officers and employees harmless from any and all liabilities, damages, losses, and costs of any kind and nature, including but not limited to attorney's fees, that arise from or are in any way connected with bidder's claim that any information it provided to CITY is Trade Secret or otherwise confidential and exempt from public disclosure under Florida's Public Records Law.

**How to Designate Trade Secret or Otherwise Confidential and Exempt Information**

If a bidder believes that its response contains trade secret or otherwise confidential and exempt information (as defined by Florida or Federal law) and should be withheld from disclosure to the public, in such cases the bidder must provide a redacted copy of the proposal for public access.

- Redacted means that the confidential/proprietary information in the proposal has been obscured so that it cannot be read.
  - Unredacted means that the entire document, including the confidential/proprietary information, has not be obscured and is visible for the evaluation team to use in their evaluation process.
- 1) Upload a pdf version response of the complete UNREDACTED proposal. Include "UNREDACTED, CONFIDENTIAL" in document title. This is the version that will be used by the evaluators when they are reviewing your proposal. It is essential that the items that will be redacted are highlighted in yellow to prevent the evaluation team from discussing these items

after the award. The first page of the document for the unredacted document should provide a general description of the information bidder has designated as confidential and/or exempt, and provide a reference to the appropriate Florida or Federal statute supporting the confidential and/or exempt classification.

- 2) Upload a pdf version response of the REDACTED copy of the proposal. Include "REDACTED" in the document title. This copy will be used to support any public records requests that may arise from this solicitation.

#### How the City will Handle Material Identified as Trade Secret or Otherwise Confidential and Exempt Information

The City's evaluators will be provided with the complete unredacted proposal, including any trade secret or otherwise confidential and exempt information. The City evaluators will maintain the confidentiality of the information through the evaluation process, including any recorded evaluation team meetings.

In the event a public record request is made to view the information which bidder claims is confidential and/or exempt, the City will notify the bidder and give the bidder a reasonable opportunity (generally 2 business days) to institute appropriate legal action to prevent the disclosure of the information claimed as confidential and/or exempt.

All public records submitted to the City, including those claimed as confidential and/or exempt, will be retained by the City and will not be returned to a bidder at the conclusion of the bidding process.

#### **4.5 EXCEPTIONS TO THE RFP**

Bidders may take exceptions to any of the terms of this RFP unless the RFP specifically states where exceptions may not be taken. Should a bidder take exception where none is permitted, the proposal will be rejected as non-responsive. All exceptions taken must be specific, and the bidder must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank proposals.

Where exceptions are permitted, the City shall determine the acceptability of the proposed exceptions and the proposals will be evaluated based on the proposals as submitted. The City, after completing evaluations, may accept or reject the exceptions. Where exceptions are rejected, the City may request that the bidder furnish the services or goods described herein, or negotiate an acceptable alternative.

**NOTE:** Bidders are strongly encouraged to submit any deviations or exceptions to the City before the question submittal deadline or proposals are due, so that based upon the City's response in the addendum, the bidder can determine if it is in their best interest to submit a response or not.

#### **4.6 ONLY ONE BID**

Only one bid from any individual, firm, corporation, organization or agency under the same or different name shall be considered. Should it appear to the City that any bidder has a financial interest in more than one submission under this bid, all bids in which such bidder has a financial interest will be rejected. A subcontractor is permitted to appear in more than one submittal for the same bid, as long as the subcontractor is not a lead bidder in any of the submittals. The City considers a financial interest to include, but not be limited, to joint ventures and, partnerships.

#### **4.7 FULLY INFORMED BIDDER**

A bidder is expected to fully inform itself as to the requirements of the Specifications and Contract terms and conditions; failure to do so will be at its own risk. A bidder shall not expect to secure relief on the plea of error.

## PART 5 – EVALUATION PROCESS

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### 5.1 EVALUATION CRITERIA

#### A. Selection and Evaluation Criteria

Proposals will be evaluated in accordance with the procedures described in the City's, [Professional Services Evaluation Handbook](#).

The proposals will be evaluated using the following process: Qualifications Evaluation, Written Proposal Evaluation and/or Presentation/Interview Evaluation, and Other Factors as deemed appropriate. The City shall consider the ability of the firm's professional personnel, willingness to meet time and budget requirements, workload, location, past performance, volume of previous work with the City, and location. The Evaluation process provides a structured means for consideration of all these areas.

#### B. Technical Qualifications Evaluation

The Technical Qualifications Evaluation will assess each responding firm's ability based on experience and qualifications of key team members, the firm's capability of meeting time and budget requirements, and the firm's record with regard to this type of work, particularly in the City of Gainesville or in the State of Florida. This stage does not involve review and evaluation of a proposal addressing the project scope of work. Consideration will be given to the firm's current workload, financial stability, and the location where the majority of the technical work will be produced. The City will not be impressed with excessive amounts of boilerplate, excessive numbers of resumes, excessive length of resumes, excessive numbers of photographs, work that distant offices have performed, or work not involving personnel to be assigned to the proposed project.

#### C. Written Proposal Evaluation

The Written Proposal Evaluation will assess the firm's understanding of the project and the proposed approach to be undertaken as addressed in a written proposal. The evaluation process will assess how effectively the requirements of the scope of services have been addressed. The written proposal should identify a project manager and other key members of the project/service team. It should relate the capabilities of the project/service team to the requirements of the scope of services.

#### D. Presentation/Interview Evaluation

The Proposal Presentation/Interview Evaluation is based on an oral presentation that addresses both the technical qualifications of the firm and the approach to the project. Importance is given to the firm's understanding of the project scope of work, the placement of emphasis on various work tasks, and the response to questions. The evaluation process will assess the project manager's capability and understanding of the project and his/her ability to communicate ideas. The role of key members of the project/service team should be established based on the scope of services and the firm's approach to the project/service. The role of any subcontracted firm in the proposal should be clearly identified. Unique experience and exceptional qualifications may be considered with emphasis on understanding of the project/service, particularly "why it is to be done" as well as "what is to be done". The City of Gainesville will not be impressed with excessive boilerplate, excessive participation by "business development" personnel, and the use of "professional" presenters who will not be involved in the project.

#### E. Price

Price will be evaluated at 25% of the total possible points awarded for this solicitation.



**F. Other factors**

The Other Factors to be considered, based upon the specific project (but not limited to), are those items, such as Small or Service-Disabled Veteran Business and/or Local Preference. Fee proposals, when requested and deemed appropriate, are also to be considered in the evaluation process, where the request for such fees is in accordance with the City's Procurement Policies and Procedures.

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## PART 6 – SELECTION PROCESS

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The recommended awardee(s) will be selected from the qualified, responsive and responsible bidders submitting responses to this Request for Proposal. The selection process will be as follows:

- 6.1 Evaluators consisting of City staff will review the proposals. The evaluation process provides a structured means for consideration of all proposals.
- 6.2 Upon review and evaluation, the City may request oral presentations from the top ranked bidders. During the oral presentations, the bidders shall further detail their qualifications, approach to the project and ability to furnish the required services. These presentations shall be made at no cost to the City. Bidders selected for further presentations should provide one (1) electronic copy of materials presented in PDF format on a USB Flash drive.
- 6.3 The final ranking of bidders will be in accordance with the procedures described in the City's [Professional Services Evaluation Handbook](#)
- 6.4 If required, the final ranking of bidders will be presented to the City Commission. The City Commission will be requested to approve the recommended ranking and authorize negotiation and execution of the contract beginning with the top ranked bidder.
- 6.5 Provided that the City Commission approves the ranking and an award, the City will negotiate a contract with the top ranked bidder. Should the City be unable to negotiate a satisfactory contract with the top ranked bidder, negotiations will be terminated with that bidder and negotiations will be initiated with the second most qualified bidder, and so on until a satisfactory contract is negotiated.

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## PART 7 – AWARD

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### 7.1 TIE BIDS

Whenever two or more bids which are equal with respect to price, quality and service are received, preference shall be given in the following order: (1) Bidders submitting the attached Drug-Free Workplace form with their bid/proposal certifying they have a drug free workplace in accordance with Section 287.087, Florida Statutes; (2) Bidders located within the City of Gainesville, if not subject to the Local Preference Ordinance; (3) Bidders located within Alachua County; (4) Bidders located within the State of Florida; and (5) coin toss.

### 7.2 DRUG-FREE WORKPLACE

Preference shall be given to submitters providing a certification with their qualifications certifying they have a drug-free workplace whenever two or more bids which are equal with respect to price, quality, and service are received in accordance with Section 287.087, Florida Statutes. The attached form should be filled out and returned with the qualifications in order to qualify for this preference.

### 7.3 CONTRACT TERMS AND CONDITIONS

The City may award a contract on the basis of initial offers received, without discussions. A sample contract is attached to the bid. Therefore, each initial offer should contain the bidder's best terms from a cost or price and technical standpoint and any changes to the sample contract.

The City reserves the right to enter into contract negotiations with the selected bidder regarding the terms and conditions of the contract and technical terms. Price will not be negotiated. If the City and the selected bidder cannot negotiate a successful contract, the City may terminate said negotiations and begin negotiations with the next selected bidder. This process will continue until a contract has been executed or all bidders have been rejected. No bidder shall have any rights against the City arising from such negotiations.

### 7.4 CONTRACT AWARD

The award(s), if any, may be made to one or more bidder(s) whose proposal(s) shall be deemed by the City to be in the best interest of the City. The decision of the City of whether to make the award(s) which will be based upon which proposal(s) is in the best interest of the City shall be final. The contract will be for a period of one (1) year. At the end of the contract period, upon satisfactory performance, the City, may at its option, negotiate and extend the contract for two (2) additional 1-year periods.

### 7.5 CONTRACT

The Contract to be entered into will designate the successful bidder(s) as the City's Contractor. The successful bidder(s) will be required to execute an agreement with the City in substantially the same format as found in Part 9.

### 7.6 BID PROTEST

Participants in this solicitation may protest the RFP specifications or award in accordance with Section 41-580 of the [Financial Services Procedures Manual](#).

### 7.7 RFP POSTPONEMENT/CANCELLATION/WAIVER OF IRREGULARITIES

The City may, at its sole and absolute discretion, reject any and all, or parts of any and all, proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP. See Section 41-444 [Financial Services Procedures Manual](#).

## PART 8 – GENERAL INFORMATION

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### 8.1 LOCAL PREFERENCE

In bidding of, or letting contracts for procurement of, supplies, materials, equipment and services, as described in the purchasing policies, the city commission, or other purchasing authority, may give a preference to local businesses in making such purchase or awarding such contract in an amount not to exceed five percent of the local business' total bid price, and in any event the cost differential should not exceed \$25,000.00. Total bid price shall include not only the base bid price but also all alterations to that base bid price resulting from alternates which were both part of the bid and actually purchased and awarded by the City Commission or other authority. In the case of requests for proposals, letter of interest, best evaluated bids, qualifications or other solicitations and competitive negotiation and selection in which objective factors are used to evaluate the responses. Local Businesses are assigned five (5) percent of the total points of the total evaluation points.

Local business means the vendor has a valid business tax receipt, issued by the City of Gainesville at least six months prior to bid or proposal opening date, to do business in said locality that authorizes the business to provide the goods, services, or construction to be purchased, and a physical business address located within the limits of said locality, in an area zoned for the conduct of such business, from which the vendor operates or performs business on a day-to-day basis. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In order to be eligible for local preference, in the Bid or RFP evaluation, the vendor must provide a copy of the business tax receipt and Zoning Compliance Permit. For more information on City's Local Preference Policy: [Municipal Code Article X Local Preference Policy](#).

### 8.2 SMALL AND SERVICE-DISABLED VETERAN BUSINESS

Small or Service-Disabled Veteran's Business Enterprise Definition: A Small Business or a Service-Disabled Veteran's Business, which is duly licensed and authorized to engage in business and maintains a permanent principal place of operation with full time personnel within Alachua, Bradford, Columbia, Gilchrist, Levy, Putnam, or Union County and possess a current City business tax receipt as required, and is so certified by the Small and Service-Disabled Veteran's Business Program Coordinator.

It is the policy of the City of Gainesville that small and service-disabled veteran businesses as defined in the Small and Service-Disabled Veteran Business Program, have the maximum practical opportunity to participate in contracting opportunities provided by the City. In keeping with this policy, each bidder is asked to state whether it will utilize small and service-disabled veteran businesses that are eligible for assistance to perform work on the project(s) being advertised.

For bidders not yet certified by the City, a small and service-disabled veteran application may be accessed via the [Office of Equity and Inclusion](#) website. To be considered as a certified small and/or service-disabled veteran business, a bidder must have a current certificate at the time of the solicitation submittal due date. For more information on certified small and service-disabled veteran businesses, please visit the [Office of Equity and Inclusion](#) website.

### 8.3 LIVING WAGE POLICY & COMPLIANCE

- This contract is a covered service. (Refer to the Living Wage Decision Tree in Part 9 - Exhibits)
- This contract is **not** a covered service.

Living Wage ordinance, Ordinance 020663, as amended in [Ordinance 030168](#), and as shown on the City's web page, applies to certain contracts for specific "Covered Services," which the City

has determined may include services purchased under this Contract, depending upon the cost/price of the contract awarded. Bidders should consider the effect/cost of compliance, if any, with the requirements of the Living Wage Ordinance if the services purchased are “Covered Services”, the prime contract amount exceeds the threshold amount, the bidder meets the definition of Service Contractor/Subcontractor (and is not otherwise excluded from the application of the ordinance) and the ordinance provisions, which are incorporated herein, apply to any Covered Employees.

If applicable, the adjusted Living Wage for this contract will be \$12.5962 per hour (Living Wage with Health Benefits) or \$13.8462 per hour if Health Benefits are not offered.

If applicable, a successful Service Contractor/Subcontractor shall be required to execute the Certification of Compliance with Living Wage (refer to form in Part 9 – Exhibits), prior to the City executing the contract. Once executed, such certification will become part of the contract; however, failure to sign such certification will prevent execution of the contract, may result in forfeiture of any applicable bid or proposal bond, and could result in other adverse action.

During the performance of this contract, the Contractor agrees as follows:

- a. The Contractor shall comply with the provisions of the City of Gainesville’s living wage requirements, as applicable. Failure to do so shall be deemed a breach of contract and shall authorize the City to withhold payment of funds until the living wage requirements have been met.
- b. The Contractor will include the provision of (1) above in each subcontract for Covered Services with a Service Contractor/Subcontractor, as defined herein, so that the provisions of (1) above will be binding upon each such Service Contractor/Subcontractor. The Contractor will take such action with respect to any such subcontract as may be directed by the contract administrator as a means of enforcing such provisions; provided, however, the City shall not be deemed a necessary or indispensable party in any litigation between the contractor and a subcontractor concerning compliance with living wage requirements.

#### **8.4 TAXES, CHARGES AND FEES**

The bidder agrees that any applicable Federal, State and Local sales and use taxes, which are to be paid by City of Gainesville, are included in the stated bid prices. Since the City of Gainesville is often exempt from taxes for equipment, materials and services, it is the responsibility of the Contractor to determine whether sales taxes are applicable. The Contractor is liable for any applicable taxes which are not included in the stated bid prices.

#### **8.5 COSTS INCURRED BY BIDDERS**

All expenses involved with the preparation and submission of proposals to the City, or any work performed in connection therewith shall be borne by the bidder(s). No payment will be made for any responses received, nor for any other effort required of or made by the bidder(s) prior to commencement of work as defined by a contract approved by the City Commission (if so required).

#### **8.6 RULES; REGULATIONS; LICENSING REQUIREMENT**

The bidder shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, including those applicable to conflict of interest and collusion. Bidders are presumed to be familiar with all Federal, State and local laws, ordinances, codes and regulations that may in any way affect the services offered.

#### **8.7 RECORDS/AUDIT**

Contractor shall maintain records sufficient to document their completion of the scope of services established by this Contract. These records shall be subject at all reasonable time to review, inspect, copy and audit by persons duly authorized by the City. These records shall be kept for

a minimum of three (3) years after completion of the Contract. Records which relate to any litigation, appeals or settlements of claims arising from performance under this Order shall be made available until a final disposition has been made of such litigation, appeals, or claims.

#### **8.8 DEBARMENT, SUSPENSION, OTHERWISE EXCLUDED**

By submitting this proposal, bidder agrees that it:

- a. Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Has not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements or receiving stolen property;
- c. Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses enumerated in paragraph (2) of this certification; and
- d. Has not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

#### **8.9 PUBLIC ENTITY CRIME INFORMATION STATEMENT**

Section 287.133 (2)(a), Florida Statutes, contains the following provisions: "A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity, in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

#### **8.10 INVESTIGATION OF ALLEGED WRONGDOINGS, LITIGATION/ SETTLEMENTS/FINES/PENALTIES**

The City Commission specifically requests that responders to this document indicate in writing any investigations of wrongdoings, litigation and/or settlements, and fines or penalties (anywhere in the U.S.) involving the bidder and specific contractors listed as projected to provide services to the City. You may be required to respond to questions on this subject matter.

#### **8.11 NON-DISCRIMINATION POLICY AND COMMERCIAL NON-DISCRIMINATION REQUIREMENT**

As a condition of entering into this agreement, the company represents and warrants that it will comply with Title VI and Title VII of the Civil Rights Act of 1964 and all other federal, state or local laws prohibiting discrimination. The company shall not discriminate on the basis of race, color, religion, gender, national origin, marital status, sexual orientation, age, disability or gender identity, or other unlawful forms of discrimination in the solicitation, selection, hiring, commercial treatment of subcontractors, vendors, suppliers or commercial customers, nor shall the company retaliate against any person for reporting instances of such discrimination.

The City reserves the right to investigate any claims of illegal discrimination by the Contractor and in the event a finding of discrimination is made and upon written notification thereof, the Contractor shall take all necessary steps to cure and rectify such action to the reasonable satisfaction of the City. The company understands and agrees that a violation of this clause shall be considered a

material breach of this agreement and may result in termination of this agreement, disqualification of the company from participating in City contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

For more information on this policy and requirement, please visit the [Office of Equity and Inclusion](#)

**8.12 USE OF RFP REPLY IDEAS**

The City has the right to use any or all information presented in any response to the RFP, whether amended or not, except as prohibited by law. Selection or rejection of the submittal does not affect this right.

**8.13 E-VERIFY REQUIREMENT**

The Contractor shall (1) utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the contract; and (2) shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK]

## PART 9 – SAMPLE CONTRACT

CONTRACT FOR \_\_\_\_\_

**THIS CONTRACT** (“Contract”), entered into on the \_\_\_\_ day of \_\_\_\_\_, 2021 between the CITY OF GAINESVILLE, a Florida municipal corporation, (“City”), **insert address** and \_\_\_\_\_, (“Contractor”), **insert address**, taken together, shall be known as “Parties”.

**WHEREAS**, clauses that briefly describe project and history of project (if applicable)

**NOW, THEREFORE**, in consideration of the foregoing premises and the mutual covenants contained herein, the Parties agree as follows:

### 1. EFFECTIVE DATE AND TERM OF CONTRACT.

The term of the Contract shall be one year, commencing upon execution of the contract and terminating one (1) year from the date of execution of the contract. The Contract may be extended for two (2), 1-year extensions, upon mutual agreement of the Parties. Upon extension of the Contract term, the Contract Price may be increased or decreased based upon the Consumer Price Index as of the one year anniversary of the contract.

### 2. MULTI-YEAR CONTRACT.

The obligations of the City as to any funding required pursuant to this Contract shall be limited to an obligation in any given year to budget and appropriate from legally available funds, after monies for essential City services have been budgeted and appropriated, sufficient monies for the funding that is required during that year. Notwithstanding the foregoing, the City shall not be prohibited from pledging any legally available non-ad valorem revenues for any obligations heretofore or hereafter incurred, which pledge shall be prior and superior to any obligation of the City pursuant to this Contract.

### 3. SCOPE OF SERVICES.

Project or Product or Service Description:

,as more specifically described in the Specifications.

### 4. CONTRACT DOCUMENTS.

**A.** The Contract consists of the following documents, whether attached to this Contract or incorporated by reference (collectively the ‘Contract Documents’):

- i. Contract;
- ii. Addenda to Bid Documents (attach and identify by title, number and date);
- iii. Bid Documents (attach and identify by title, number and date); and
- iv. Contractor’s response to Bid documents (attach and identify by title, number and date).

**B.** The Contract Documents constitute the entire contract between the City and Contractor. In the event of conflict or inconsistency between the Contract Documents, the order of precedence for interpretation shall be the order in which the Contract Documents are listed above. Conflict or inconsistency within a particular contract document shall be resolved by having the more specific reference to the matter prevail.



**5. DELIVERY SCHEDULE: (to be included for goods)**

**6. TIME FOR PERFORMANCE (To be included for services, if needed)**

The Parties agree that time is of the essence for the Scope of Services. Contractor shall complete the work on or before [date].

**7. PARAGRAPH 5 INTENTIONALLY OMITTED.**

[In some contracts, there is no need to put a provision in for completion. For instance, if you have hired a janitorial service on an annual contract, there would not be a need to have a time of performance or completion date]

**8. COMPENSATION/PAYMENT.**

City will pay Contractor in an amount not to exceed (\$amount bid if lump sum or budget amount if annual agreement) for the term of the contract. Payment shall be based upon (*describe whether City is paying on an hourly basis, or for a percentage of work completed, amount of material delivered or some other measurement*).

City shall make payments in accordance with the Local Government Prompt Payment Act, Sections 218.70, et. seq. Florida Statutes.

**9. INDEMNIFICATION.**

Contractor shall indemnify the City, its officials, agents and employees, and hold it harmless from suits, actions, damages, liability, expenses, losses and costs, including, but not limited to reasonable attorney’s fees in connection with loss of life, bodily or personal injury, or property damage arising from or occasioned by any act or omission or negligence or intentional wrongdoing on the part of the Contractor and other persons employed or utilized by the Contractor.

**10. INSURANCE. (Check with risk for required coverage and amounts)**

A. During the term of this Contract, Contractor shall maintain insurance as follows:

Workers’ Compensation insurance	providing coverage in compliance with Florida Statute FS 440
Professional Liability insurance	\$1,000,000 per occurrence combined single limit for bodily injury and property damage
Public Liability insurance (other than automobile) consisting of broad form comprehensive general liability insurance including contractual coverage	\$1,000,000 per occurrence combined single limit for bodily injury and property damage
Automobile Liability insurance	\$500,000 per occurrence combined single limit for bodily injury and property damage

B. Prior to the effective date of this Contract, Contractor shall provide to City a certificate of insurance certifying such insurance and naming City as additional insured and that City will be notified in writing at least thirty (30) days before any such insurance is canceled or materially changed.

C. Insurance must be written by a company licensed to do business in the State of Florida and satisfactory to City.

## **11. SOVEREIGN IMMUNITY.**

Nothing in the Contract Documents shall be interpreted as a waiver of the City's sovereign immunity as granted under Section 768.28, Florida Statutes.

## **12. TERMINATION.**

1. If the Contractor fails to observe or perform in accordance with the Contract Document (a "Default"), then the City, after providing at least ten (10) days written notice to the Contractor of the Default and the City's intent to terminate if such Default continues unremedied during the ten (10) day period, may terminate this Contract without prejudice to any other rights or remedies the City may have under this Contract and Florida law.
2. This Contract may be terminated by the City, without cause, upon thirty (30) days written notice to the Contractor. In the event this Contract is so terminated, the Contractor shall be compensated for services rendered through the effective date of the termination.

## **13. INDEPENDENT CONTRACTOR.**

Contractor shall be considered an independent contractor and as such shall not be entitled to any right or benefit to which City employees are or may be entitled to by reason of employment. Except as specifically noted in the Contract Documents, Contractor shall be solely responsible for the means, method, techniques, sequences, and procedures utilized by the Contractor for the full performance of the Contract Documents.

## **14. INTELLECTUAL PROPERTY AND WORK PRODUCT.**

1. Ownership and Publication of Materials. All reports, information, data, and other materials prepared by the Contractor pursuant to the Contract Documents, except those separately identified in the Scope of Services or in other written agreements between the Parties, are owned by the City. The City has the exclusive and unrestricted authority to release, publish or otherwise use, in whole or in part, information contained therein and relating thereto. No material produced in whole or in part under the Contract Documents may be copyrighted or patented in the United States or in any other country without prior written approval of the City.
2. Intellectual Property. Contractor warrants that it owns or has rights to use all intellectual property used for the scope of each project, including patent rights, copyrights, or other intellectual property rights, except with respect to designs, processes or products of a particular manufacturer expressly required by the City [or process or product is an infringement of a patent, copyright or other intellectual property, the Contractor shall promptly give City [and Professional if applicable] written notice of the infringement.

## **15. RECORDS AND RIGHT-TO-AUDIT.**

Contractor shall maintain records sufficient to document completion of the scope of services established by the Contract Documents. These records shall be subject at all reasonable time to review, inspect, copy and audit by persons duly authorized by the City. These records shall be kept for a minimum of three (3) years after termination of the Contract. Records that relate to any litigation, appeals or settlements of claims arising from performance under this Contract shall be made available until a final disposition has been made of such litigation, appeals, or claims.

## **16. CONTRACTOR'S ASSURANCES.**

Contractor warrants that the goods and services supplied to the City pursuant to this Contract shall at all times fully conform to the specifications set forth in the Invitation to Bid and be of the highest quality. In the event the City, in the City's sole discretion, determines that any product or services supplied pursuant to this Contract is defective or does not conform to the specifications set forth in the Invitation to Bid, the City reserves the right unilaterally to cancel an order or cancel this Contract upon written notice [and an opportunity to cure if applicable] to the Contractor, and reduce commensurately any amount of money due the Contractor.

## **17. WARRANTY.**

Intentionally left blank.

## **18. PUBLIC RECORDS.**

Florida has a very broad public records law and certain records of a contractor may be considered public records. Accordingly, by entering into an agreement with the City, contractor must:

- a. Keep and maintain public records required by the public agency to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (telephone number, e-mail address, and mailing address).

<http://www.cityofgainesville.org/ClerkOfTheCommission/PublicRecordsRequests/RequestingPublicRecord.aspx>

## **19. DISPUTE RESOLUTION**

Except as otherwise provided in this Contract, any dispute concerning a question of fact or of interpretation of a requirement of the Contract which is not disposed of by mutual consent between the parties shall be decided by the City Manager or designee, who shall reduce the decision to writing and furnish a copy thereof to the parties. In connection with any dispute proceeding under this clause each party shall be afforded an opportunity to be heard and to offer evidence in support of its version of the facts and interpretation of the Contract. The City Manager or designee shall make such explanation as may be necessary to complete, explain or make definite the provisions of this Contract and the findings and conclusions shall be final and binding on both parties. Pending the final decisions of a dispute hereunder, Contractor shall proceed diligently with its performance of the Contract in accordance with the preliminary directions of the City Manager or designee.

**20. ATTORNEY’S FEES AND COSTS.**

The prevailing party to any litigation filed in state or federal court, shall be entitled to attorney’s fees and costs, including any attorney’s fees and costs incurred on appeal.

**21. FORCE MAJEURE (not needed if paragraph 5 is blank)**

If the performance of the Contract is delayed by fire, lightning, earthquake, cyclone, or other such cause completely beyond the control of either the City or the Contractor, then the time for completion of the Contract shall be extended for a period equivalent to the time lost by reason of any of the aforesaid causes.

**22. PARAGRAPH INTENTIONALLY OMITTED**

**23. APPLICABLE LAW AND VENUE.**

This Contract shall be governed by and construed in accordance with the laws of the State of Florida, notwithstanding any Florida conflict of law provision to the contrary. In the event of any legal action under this Contract, venue shall be in Alachua County, Florida.

**24. DEFAULT AND REMEDIES.**

The non-breaching party shall have available all remedies at law.

**25. NOTICES.**

Any notices from either party to the other party must be in writing and sent by certified mail, return requested, overnight courier service or delivered in person with receipt to the following:

CITY:  
City of Gainesville

CONTRACTOR:  
Contractor Information

**26. SEVERABILITY.**

If any provision of this Contract is declared void by a court of law, all other provisions will remain in full force and effect.

**27. INTEGRATION/MERGER.**

This Contract, together with the attached bid documents, contains the entire contract and understanding of the Parties regarding the matters set forth herein and supersedes all previous negotiations, discussions, and understandings, whether oral or written, regarding such matters. The Parties acknowledge that they have not relied on any promise, inducement, representation, or other statement made in connection with this agreement that is not expressly contained in this Contract. The terms of this Contract are contractual and not merely recital.

**28. MODIFICATION AND WAIVER.**

The provisions of this Contract may only be modified or waived in writing signed by all the Parties. No course of dealing shall be deemed a waiver of rights or a modification of this Contract. The failure of any party to exercise any right in this contract shall not be considered a waiver of such right. No waiver of a provision of the Contract shall apply to any other portion of the Contract. A waiver on one occasion shall not be deemed to be a waiver on other occasions.

**29. CAPTIONS AND SECTION HEADINGS.**

Captions and section headings used herein are for convenience only and shall not be used in construing this Contract.

**30. ASSIGNMENT OF INTEREST.**

Neither party will assign or transfer any interest in the Contract without prior written consent of the other party.

**31. SUCCESSORS AND ASSIGNS.**

The Parties each bind the other and their respective successors and assigns in all respects to all the terms, conditions, covenants, and provisions of this Contract.

**32. THIRD PARTY BENEFICIARIES.**

This Contract does not create any relationship with, or any rights in favor of, any third party.

**33. CONSTRUCTION.**

This Contract shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by one of the Parties. It is recognized that both Parties have substantially contributed to the preparation of this Contract.

**34. COUNTERPARTS.**

This Contract may be executed in any number of and by the different Parties hereto on separate counterparts, each of which when so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same instrument.

**35. EXHIBITS.**

All exhibits attached to this Contract are incorporated into and made part of this Contract by reference.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement, or caused to be executed by their duly authorized officials, on the day and year first written above.

NAME OF COMPANY:

CITY OF GAINESVILLE:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
City Attorney

## **PART 10 – EXHIBITS**

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The following documents/forms are included in this section:

Exhibit A - Drug-Free Workplace Form

Exhibit B - Bidder Verification Form

Exhibit C - Reference Form

Exhibit D - Living Wage Decision Tree

Exhibit E - Certification of Compliance with Living Wage

Exhibit F – Zoom Meeting Access Information

Exhibit G – No Bid Survey

**EXHIBIT A**  
**DRUG-FREE WORKPLACE FORM**

The undersigned bidder in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:

(Name of Bidder)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for the drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this bidder complies fully with the above requirements.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date

In the event of a tie bid, bidders with a Drug Free Workplace Program will be given preference. To be considered for the preference, this document must be completed and uploaded to DemandStar.com with your Submittal.

**EXHIBIT B**  
**BIDDER VERIFICATION FORM**

**1. Local Preference (Check one)**

Local Preference requested:  YES  NO

A copy of the following documents must be included in your submission if you are requesting Local Preference:

a) Business Tax Receipt

b) Zoning Compliance Permit

**2. Qualified Small Business and/or Service Disabled Veteran Business Status (Check one)**

Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Small Business?  YES  NO

Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Service-Disabled Veteran Business?  YES  NO

**3. Living Wage Compliance**

See Living Wage Decision Tree: (Check one)

Living Wage Ordinance does not apply (check all that apply)

Not a covered service

Contract does not exceed \$100,000

Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.

Located within the City of Gainesville enterprise zone.

Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.

**4. Registered to do business in the State of Florida**

Is Bidder registered with Florida Department of State's, Division of Corporations, to do business in the State of Florida?

YES  NO (refer to Part 1, 1.6, last paragraph)

If the answer is "YES", provide a copy of SunBiz registration or SunBiz Document Number (# \_\_\_\_\_)

If the answer is "NO", please state reason why:

**5. Diversity and Inclusion (Applies to solicitations above \$50,000)**

Does your company have a policy on diversity and inclusion?  YES  NO

If yes, please attach a copy of the policy to your submittal.

Note: Possessing a diversity and inclusion policy will have no effect on the City's consideration of your submittal, but is simply requested for information gathering purposes.

\_\_\_\_\_  
Bidder's Company Name

\_\_\_\_\_  
Printed Name/Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

*This page must be completed and uploaded to DemandStar.com with your Submittal.*



**EXHIBIT C  
REFERENCES FORM**

**Company Name of Bidder:** \_\_\_\_\_

Provide current contact information for three references of similar scope performed within the past three years.

1    Dates services were provided    \_\_\_\_\_  
    Company Name                            \_\_\_\_\_  
    Address                                    \_\_\_\_\_  
    City/State/Zip                            \_\_\_\_\_  
    Contact Name                             \_\_\_\_\_  
    Phone Number                            \_\_\_\_\_  
    Email Address                             \_\_\_\_\_

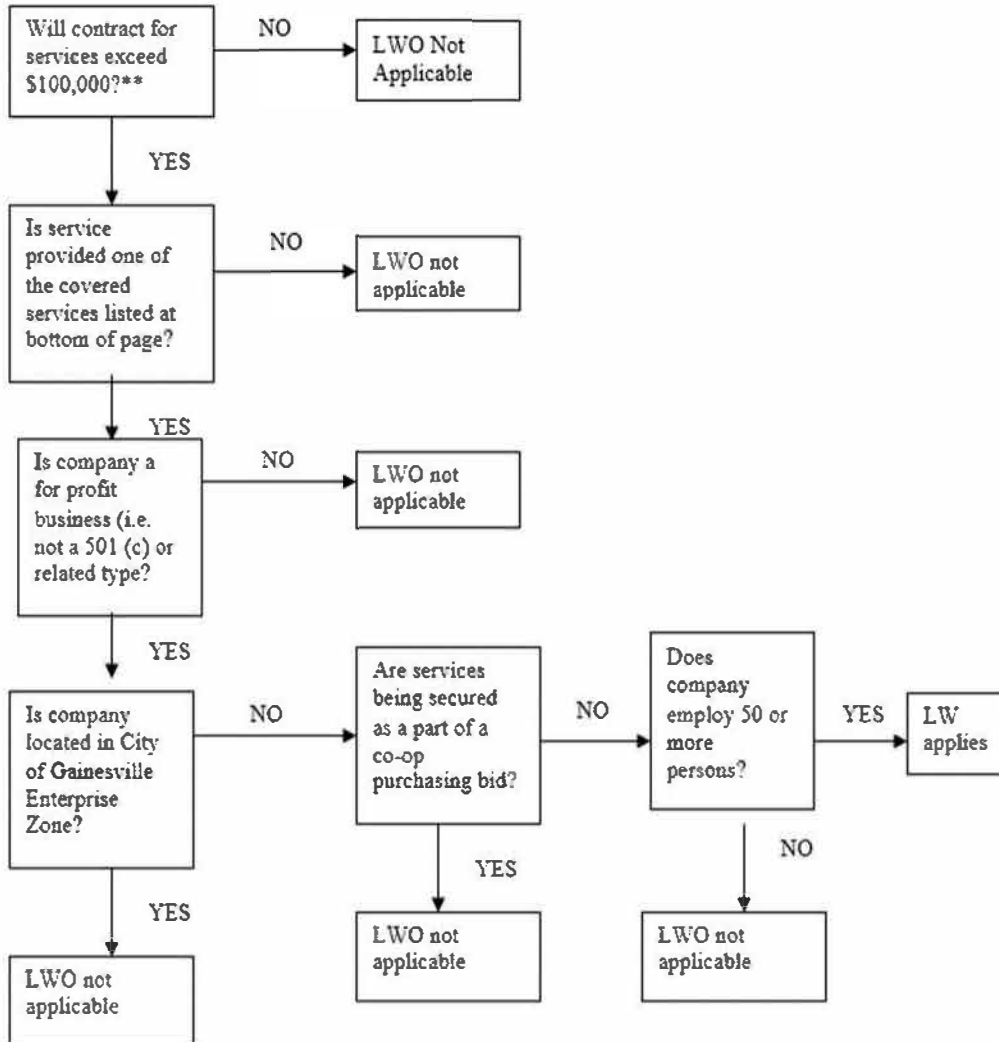
2    Dates services were provided    \_\_\_\_\_  
    Company Name                            \_\_\_\_\_  
    Address                                    \_\_\_\_\_  
    City/State/Zip                            \_\_\_\_\_  
    Contact Name                             \_\_\_\_\_  
    Phone Number                            \_\_\_\_\_  
    Email Address                             \_\_\_\_\_

3    Dates services were provided    \_\_\_\_\_  
    Company Name                            \_\_\_\_\_  
    Address                                    \_\_\_\_\_  
    City/State/Zip                            \_\_\_\_\_  
    Contact Name                             \_\_\_\_\_  
    Phone Number                            \_\_\_\_\_  
    Email Address                             \_\_\_\_\_

*This page must be completed and uploaded to DemandStar.com with your Submittal.*

## EXHIBIT D LIVING WAGE DECISION TREE

While not all encompassing, the following is provided as a guideline for contractors in determining whether the City of Gainesville Living Wage Ordinance applies to their firm in the performance of specified service contracts for covered services\* with the City. Contractors are advised to review the entire text of the Living Wage Ordinance in conjunction with this guideline.



\*Covered Services: food preparation and/or distribution; custodial/cleaning; refuse removal; maintenance and repair; recycling; parking services; painting/refinishing; printing and reproduction services; landscaping/grounds maintenance; agricultural/forestry services; and construction services  
 \*\*Total value of contract.



## EXHIBIT F ZOOM MEETING ACCESS INFORMATION

All Zoom meetings are recorded for public record.

Non Mandatory Pre-Bid Meeting	Wed	03/31/21	2:00pm
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Join Zoom Meeting

<https://us02web.zoom.us/j/84254610010?pwd=UIBrdWY3NXpVOWE5eXhlcnh5aFYdz09>

Meeting ID: 842 5461 0010

Passcode: d9pzjU

One tap mobile

+19292056099,,84254610010#,,,,\*210743# US (New York)

+13017158592,,84254610010#,,,,\*210743# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 842 5461 0010

Passcode: 210743

Find your local number: <https://us02web.zoom.us/j/kp4i4xVrW>

Deadline for receipt of proposals/Bid Opening	Fri	04/23/21	3:00pm
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Join Zoom Meeting

<https://us02web.zoom.us/j/89449821608?pwd=QUVYaG45YnJXTXViYTIkTUMydXo3UT09>

Meeting ID: 894 4982 1608

Passcode: D89kHu

One tap mobile

+13126266799,,89449821608#,,,,\*680419# US  
(Chicago)

+19292056099,,89449821608#,,,,\*680419# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)  
Meeting ID: 894 4982 1608  
Passcode: 680419  
[Find your local number: https://us02web.zoom.us/j/kbb0onGBQ](https://us02web.zoom.us/j/kbb0onGBQ)

Evaluation Meeting	Mon	05/03/21	10:00am
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Join Zoom Meeting  
<https://us02web.zoom.us/j/82707346056?pwd=elhXVXk5MHhNcXl2Q1lvcXB1RERVZz09>

Meeting ID: 827 0734 6056  
Passcode: dmdy86  
One tap mobile  
+13017158592,,82707346056#,,,,\*412524# US (Washington DC)  
+13126266799,,82707346056#,,,,\*412524# US  
(Chicago)

Dial by your location  
+1 301 715 8592 US (Washington DC)  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)

Meeting ID: 827 0734 6056  
Passcode: 412524  
[Find your local number: https://us02web.zoom.us/j/kbNr7Wxqel](https://us02web.zoom.us/j/kbNr7Wxqel)

**EXHIBIT G  
NO BID SURVEY**

If you choose to not bid, complete this form, and either upload it into DemandStar.com or email to the procurement specialist.

**RFP #:** CRAX-210034-GD

**DUE DATE:** April 23, 2021 @ 3:00 pm Eastern Time

**RFP TITLE:** Heirs Property Program

**IF YOU DO NOT BID**

Please check the appropriate or explain:

- 1. Not enough bid response time.
  - 2. Specifications not clear.
  - 3. Do not submit bids to Municipalities.
  - 4. Current work load does not permit time to bid.
  - 5. Delay in payment from Governmental agencies.
  - 6. Do not handle this item.
  - 7. Other: \_\_\_\_\_
- 

**Bidder Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

---

Is your company a small business?  YES  NO

Is your company a service-disabled veteran business?  YES  NO

# Heirs' Property Assistance Program

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Program Guidelines and  
Application Packet



Gainesville  
Community  
Reinvestment  
Area



# Contents

## **PROGRAM GUIDELINES**

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4. Application Steps	2

## **APPLICATION**

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C. Acknowledgement and Signatures	4-5
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The Gainesville Community Reinvestment Area ("GCRA") was created in 2019 through the adoption of Ordinance 181001. The goal of the GCRA is to encourage investment in underserved areas within the district.



## Section 1. About the Heirs' Property Assistance Program

The purpose of the Heirs' Property Assistance Program is to increase neighborhood stability by growing individual wealth and access to property ownership through assisting owners of heirs' properties to gain clear titles to their homes.

The objective of the Program is to assist heirs property "owners" achieve clear title to the property. This objective will enable homeowners to negotiate with lenders, obtain homeowner's insurance, obtain property tax homestead exemption, and obtain repairs or rehabilitate homes at risk for demolition.

When a property owner passes away (with or without a will), the ownership may become split between multiple family members. This ownership is commonly known as "heirs' property," leaving each owner a fraction of the property. Without going through probate and obtaining a clear title of the property, these properties are not eligible for homestead tax exemptions and federal home improvement grants. Inheritors can also be without negotiating power for mortgage refinancing and bank loans. Failure to pay taxes will result in the loss of the property.

All of these factors may lead to an involuntary loss of property. Properties that exist for years without a clear title are at greater risk of slum and blight, which affect the value of surrounding properties. Probate or other appropriate legal proceedings will help the families gain clear title to the properties.

As of 2020, there are 833 heirs' properties located within City limits. One-third, or 282, of these properties, are located within the GCRA boundary. The Program is supported by the "GCRA 10 Year Reinvestment Plan" Housing Objective, which is to maintain the population and culture of communities. The Program helps people stay in their homes and is supported by the City Commission's Strategic Action Plan Goal 3: A Great Place to Live & Experience.

## Section 2. Program Offerings

The Heirs' Property Assistance Program is designed to assist heirs' property owners clear the title to their property. Under the Program, Recipients will receive legal assistance for no cost to them.

## Section 3. Eligibility Requirements

Eligible properties must be heirs' property located within the GCRA district (See Map). Qualifying program recipients must make at or below 120% of annual federally established Gainesville median income limits by household size. Contact GCRA staff to figure out this amount and see if you qualify. You may also visit this link for more information: <https://www.huduser.gov/portal/datasets/il.html>.

## Section 4. Application Steps

### Step 1. Application Submission

The Applicant applies online or by paper to the GCRA. Staff is available to meet with the Applicant and help fill out the Application as needed.

**Email:**

bakaitisch@cityofgainesville.org

**Drop off:**

Gainesville Community Reinvestment Area

ATTN: Residential Improvements Program

2153 SE Hawthorne Road, Suite 223

Gainesville, FL 32641

**Mail**

Gainesville Community Reinvestment Area

PO Box 490, Station 48

Gainesville, FL 32627

### Step 2. Approval

Upon submission, GCRA staff will review and approve the Application within 30 days and contact the Applicant.

### Step 3. Legal Assistance

After approval, the Applicant will be contacted by the Program Attorney, who will arrange an initial meeting to review details about the case, counsel the client, and determine whether and what appropriate legal proceedings need to be filed.

The Program Attorney will work with the Applicant to identify the names and addresses of family members have an interest in the property and the percentage of the heirs' respective ownership rights. After obtaining the required information, the Attorney will file the appropriate pleadings with the court.

If the Attorney determines that a probate proceeding is necessary, the time it takes to process each case type is listed below:

- In most cases, a summary administration will be completed within three months after obtaining the necessary information from the client.
- In most cases, a formal administration will take at least six (6) months to two years.
- Contested cases are expected to take longer than one year.

**SECTION A: APPLICANT INFORMATION**

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ email: \_\_\_\_\_

What is the number of people living in your household? \_\_\_\_\_

What is your annual household income? \$ \_\_\_\_\_

\*Attach previous year's tax return as proof of income to this Application.

**SECTION B: PROPERTY INFORMATION**

What is the address of the heirs' property?

\_\_\_\_\_

\*The property must be located within the Gainesville Community Reinvestment Area.

## SECTION C: ACKNOWLEDGEMENT AND SIGNATURES

By signing and submitting this Application, the Applicant certifies, attests, and agrees to the following:

- The Applicant has been provided a copy of and has read, understands, and complies with the Program Policies. Applicant's failure to comply with the Policies will result in ineligibility to participate in this Program.
- Applicant certifies that all information in the Application and furnished in support of this Application is accurate and complete to the best of Applicant's knowledge and belief. Any false statement will be grounds for immediate termination of the Application, and if any funds were disbursed to the Applicant, the City may require the Applicant to reimburse the funds. The Applicant has a continuing obligation to inform the City (in writing) of any changes relative to the information provided in this Application.
- The City does not discriminate based on race, color, gender, age, religion, national origin, marital status, sexual orientation, gender identity, or disability (protected characteristics). It will not tolerate any such discrimination(s) by or against its employees or citizens utilizing City programs.
- The Applicant shall not assign or attempt to assign, directly or indirectly, any rights under this Agreement or any instrument referred to herein without the prior written consent of the City in each instance. Any assignee shall be bound by all the terms of this Agreement and associated documents.
- The Applicant and the City each binds itself, its partners, successors, legal representatives, and assigns of such other party regarding all covenants of this Agreement.
- This Agreement and any associated documents will be construed in accordance with and governed by the laws of the State of Florida, without giving effect to its provisions regarding choice of laws.
- This Agreement and payment of any Program funding are subject to the availability of funding.
- All activities authorized by this Agreement are subject to and must be performed in accordance with the provisions of this Agreement and all applicable federal, state, and local laws.
- The Applicant agrees to waive any right to, hold harmless, and indemnify the City (which includes the GCRA), its officials, agents, and employees from suits, actions, damages, liability, expenses, losses, and costs, including but not limited to reasonable Attorney's fees, in connection with this Agreement and any Program administration herein. This provision shall survive termination of this Agreement.
- Nothing in this Agreement may be interpreted as a waiver of the City's sovereign immunity as granted under Section 768.28, Florida Statutes.
- The Applicant acknowledges that the City has the right and responsibility to enforce this Agreement.
- The Program attorney is an outside attorney and not an employee of the City. The City is not responsible for the quality of the counseling, or results obtained from legal services provided by the program attorney.
- Applying for an application does not create an attorney-client relationship between the Applicant and the City of Gainesville.

Contract for Probate Services: EXHIBIT A

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has

produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

My commission expires \_\_\_\_\_

**SECTION D: PROGRAM APPLICANT CHECKLIST**

- Completed application form.
- Previous year's tax return as proof of household income.

Return complete Application to:

Email:

[bakaitisch@cityofgainesville.org](mailto:bakaitisch@cityofgainesville.org)

In Person:

Gainesville Community Reinvestment Area  
ATTN: Residential Improvements Program  
2153 SE Hawthorne Road, Suite 223  
Gainesville, FL 32641

By Mail:

Gainesville Community Reinvestment Area  
P.O. Box 490, Station 48  
Gainesville, FL 32627

**FOR GCRA USE ONLY: DO NOT WRITE IN THIS SECTION**

Date & Time Complete Application Received: \_\_\_\_\_

Received by (print name): \_\_\_\_\_

Reviewed by (print name): \_\_\_\_\_

Documentation Received:

- Application
- Previous year's tax return as proof of household income.

Approval:

- Approved
- Denied. Reason \_\_\_\_\_

Date Applicant notified in writing of Approval/Denial: \_\_\_\_\_